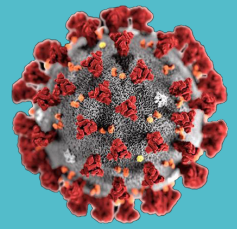




PROTECT EMPLOYEES FROM NOVEL CORONAVIRUS 2019 (COVID-19)



The coronavirus that causes COVID-19 (as the disease is called) is spread through respiratory droplets from coughing and sneezing. It may also be possible to become infected by touching a contaminated surface or object and then touching one's nose or mouth.

The Centers for Disease Control and Prevention Advises that employees should:

- Stay home if they have respiratory symptoms (coughing, shortness of breath) and/or a temperature above 100.4° F
- Leave work if they develop these symptoms while at the workplace
- Cover coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands)
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer
- Avoid shaking hands to reduce the risk of spreading infection

What can employers do to protect their employees?

- Provide ready access to hand washing facilities which are well stocked with soap and (ideally) paper towels
- Distribute alcohol-based hand sanitizers and sanitizing wipes throughout the workplace
- Routinely clean frequently touched surfaces such as workstations, countertops, and doorknobs
- Unless employees are delivering health care, there is NO need for businesses to stock up on face masks
- Send employees with the symptoms described above home
- Policies that give employees confidence that they can stay home if they are sick without penalty protects your other employees, customers, and your business
- Provide information on reducing the chance of infection to all employees, clients, conferences, and scheduled meetings (increase handwashing, discourage handshaking, provide handwashing facilities and or hand sanitizers)
- Supervisors should have ready access to appropriate information (such as infection control procedures and company policies) and a list of who to contact within the business to report exposures
- Supervisors or other designated persons within the company should promptly notify local public health authorities about any suspected exposure
- For more information on 'employers role' see the CDC's "Interim Guidance for Businesses and Employers"

Diligent planning for global health emergencies can help protect employees, customers, and the business. But plans are only as good as their execution. Businesses should use the current situation to optimize and battle-test their plans. An emergency can happen at any time, these tips can go a long way in keeping your employees healthy and your business productive.